 Discharge

AWARDS Implementation Requests Form

# Overview

As part of the AWARDS implementation process, agencies/continuums can make adjustments to the information collected during a client’s discharge, to the discharge workflow itself, and to which other Discharge module features are available to users. This document is intended to guide you through each of the available **Discharge** options, and to provide you a form with which to request them.

## Request Form Instructions

To request that the AWARDS discharge functionality be customized for your agency/continuum, do the following:

1. Discuss the available options with your AWARDS implementation team and/or any other relevant staff.
2. Complete this request form, including the **Requestor Information** and the **Request Details** for each option.
3. Save the completed form to your PC.
4. Email the completed form to your Implementation Consultant or to [**requests@footholdtechnology.com**](mailto:requests@footholdtechnology.com).

Once your request form has been received, we will review it carefully and the requested options will be deployed to your AWARDS database. We may contact you prior to deployment if, after reviewing your requests, we have any questions or concerns about your selections.

## Available Discharge Options

To jump ahead to the information regarding a specific option, click it in the list below.

**Discharge Menu**

[Option 1 – **Follow Up Notes Feature**](#_Option_1_–)  
[Option 2 – **Referrals Out Feature**](#_Option_2_–)

**Discharge Process**

[Option 3 – **Discharge Into Agency Housing Option**](#_Option_3_–)[Option 4 – **Post Discharge Events**](#_Option_4_–)

**Discharge Form / Information**

[Option 5 – **Header Label**](#_Option_4_–)  
[Option 6 – **Reason for Discharge List**](#_Option_6_–)  
[Option 7 – **Outcome / Classification List**](#_Option_6_–_1)  
[Option 8 – **Anonymous Summary Text Box**](#_Option_8_–)  
[Option 9 – **Discharge Note Settings**](#_Option_8_–_1)  
[Option 10 – **Additional Fields / Options**](#_Option_9_–)  
[Option 11 – **Referral Options**](#_Option_11_–)  
[Option 12 – **Destination List**](#_Option_12_–)  
[Option 13 – **Diagnoses / Medications Display**](#_Option_13_–)

**Discharge Form / Information (cont’d)**

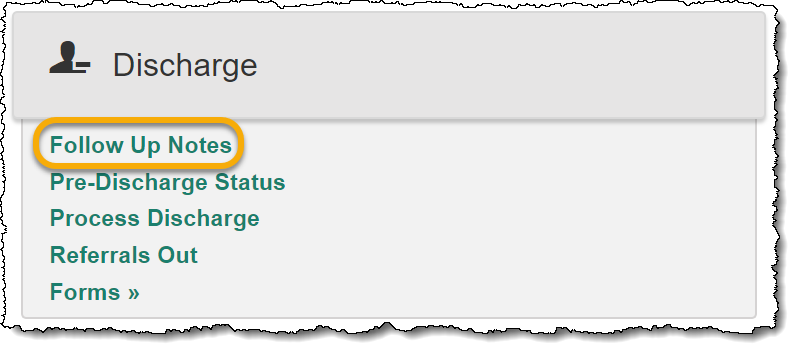
[Option 14 – **Undo Discharge Option**](#_Option_13_–_1)  
[Option 15 – **Signature Lines Display**](#_Option_15_–)

# Requestor Information

**Customer Name:** [enter customer / database name here]

**Requestor Name:**  [enter your name here]

# Option 1 – Discharge Menu > Follow Up Notes Feature

**AWARDS Location:** Census > Discharge

**Enhancement Description:** The **Follow Up Notes** feature is an optional database enhancement (turned off by default) that provides a secondary point of access to the Services – Individual module’s Progress Notes feature, but one which limits data entry to notes for discharged clients only, with note types such as “Post Discharge Follow-Up.”

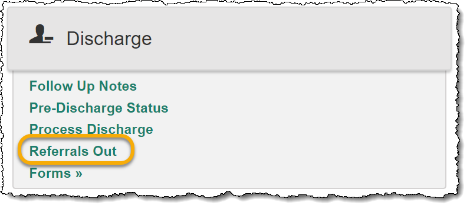
## Request Details

|  |  |
| --- | --- |
| **Setting** | **Programs** |
| Do NOT turn on **Follow Up Notes** for any program. | All agency programs |
| ADD **Follow Up Notes** to the Discharge menu for: | [enter program list here] |

(outtake.w: cfg-funotes-btn)

# Option 2 – Discharge Menu > Referrals Out Feature

**AWARDS Location:** Census > Discharge

**Enhancement Description:** The **Referrals Out** feature is an optional database enhancement (turned off by default) that provides a secondary point of access to the Services – Individual module’s **Service Referrals** feature. Using Referrals Out/Service Referrals, case managers and counselors can quickly and easily record and report out on outgoing referrals. When turned on, several aspects of this feature are configurable.

* ***Tip:*** *For a less robust way of recording outgoing referrals for clients at the time of discharge, see* [*Option 11 –* ***Referral Options***](#_Option_11_–)*.*

## Request Details > Feature Availability

|  |  |
| --- | --- |
| **Setting** | **Programs** |
| Do NOT turn on **Referrals Out** for any program. | All agency programs |
| ADD **Referrals Out** to the Discharge menu for: | [enter program list here] |

(outtake.w: cfg-refout-btn)

## Request Details > Feature Configuration

If you have chosen to make this feature available to one or more programs (above or at any time in the past), please specify how it should be configured by completing the following. Keep in mind that **these configurations impact ALL programs using this functionality** at either of its points of access (Services – Individual > Service Referrals – AND – Discharge > Referrals Out).

1. **Disposition Selection List**

|  |  |
| --- | --- |
| **Default List** | **Customized List** |
| Use the **default** list:  Referred  Accepted  Denied | Use this **custom** list:  [enter custom list here] |

(referout.w: cfg-disposition-list)

1. **“Disposition” Label**

|  |  |
| --- | --- |
| **Default Label** | **Custom Label** |
| Use the **default** Disposition label | Use this **custom** label: [enter label here] |

(referout.w: cfg-disposition-label)

1. **Purpose / Need Selection List**

|  |  |
| --- | --- |
| **Default List** | **Default List – PLUS – Additions** (defaults cannot be removed) |
| Use the **default** list:  Benefits/Entitlements Case Management Clothing Education Employment Employment Training Food  Housing Identification Legal Medical Mental Health Services Other Shelter Transportation | Use the **default list WITH these additions**:  [enter additions here] |

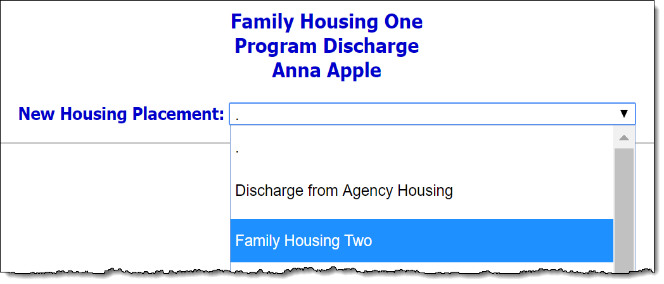
(referout.w: cfg-show-customlist)

1. **“Purpose / Need” Label**

|  |  |
| --- | --- |
| **Default Label** | **Custom Label** |
| Use the default **Purpose / Need** label | Use this **custom** label: [enter label here] |

(referout.w: cfg-purpose-label)

# Option 3 – Discharge Process > Discharge Into Agency Program Option

**AWARDS Location:** Census > Discharge > Progress Discharge

**Enhancement Description:** By default, when a client is being discharged from a *residential* program, a **New Housing Placement** option is provided on the client selection page. This option, which is available to users with the “Admission Referrals Data Entry” permission, enables the client to be discharged directly into another agency residential program that the user has program chart access to, or to discharge that client from agency housing entirely.

If needed, the **New Housing Placement** option can be turned off so that users are instead forced to discharge all clients from agency housing. If the client is then admitted into another residential program at the agency, that program would be responsible for completing the admission process.

## Request Details (not applicable to non-residential programs)

|  |
| --- |
| **Setting** |
| We do NOT want the **New Housing Placement** option; remove it. |
| Continue to display the **New Housing Placement** option for all residential programs, as is the default. |

(discharg.w: cfg-hide-new-housing)

# Option 4 – Discharge Process > Post Discharge Chart Events

**AWARDS Location:** Census > Discharge > Progress Discharge / Services – Individual > Charting Timetable

**Enhancement Description:** When a client’s discharge is processed, any charting events that are NOT marked as “done” (under Services – Individual > Charting Timetable) are automatically removed from that client’s schedule, with the exception of **Post Discharge Follow-Up** and **Discharge Summary** events. This enhancement overrides the default, allowing programs to preserve other charting events so that they remain on the discharged client’s schedule and are accessible via the roster archives. (Note that in multi-step intake programs this enhancement also applies to pending clients with a “withdrawn” or “rejected” status.)

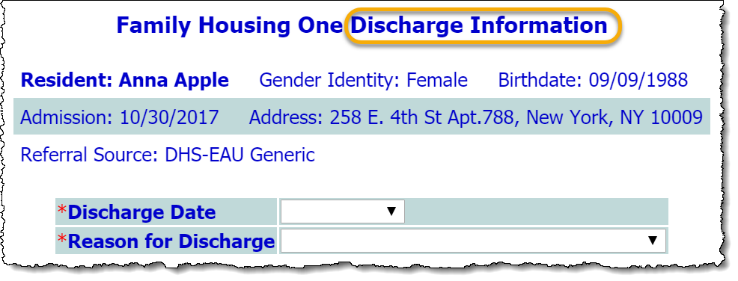
Please keep in mind that programs that elect to retain certain charting events after a client’s discharge will have reminder messages generated for those events. Specifically, messages will be sent seven, fourteen, and twenty-one days prior to the event’s due date if the event is not set to “done.” If the event is still not “done” when the due date is reached, messages will continue every three days (excluding weekends), up to 120 days after the due date.

## Request Details

|  |  |  |
| --- | --- | --- |
| **Setting** | **Events Retained** | **Program Types** |
| Do NOT retain any events other than the defaults. | Post Discharge Follow-Up  Discharge Summary | All |
| Retain the defaults AND these additional events: | [enter event list here] \* | [enter program types list here] |
| [enter event list here] \* | [enter program types list here] |
| [enter event list here] \* | [enter program types list here] |
| [enter event list here] \* | [enter program types list here] |

\* Event names must match the labels in AWARDS exactly. (charting.w: cfg-post-discharge-events)

# Option 5 – Discharge Form / Information > Header Label

**AWARDS Location:** Census > Discharge > Progress Discharge

**Enhancement Description:** By default, the form completed during the discharge process is labeled as “Discharge Information.” This heading is customizable by program type.

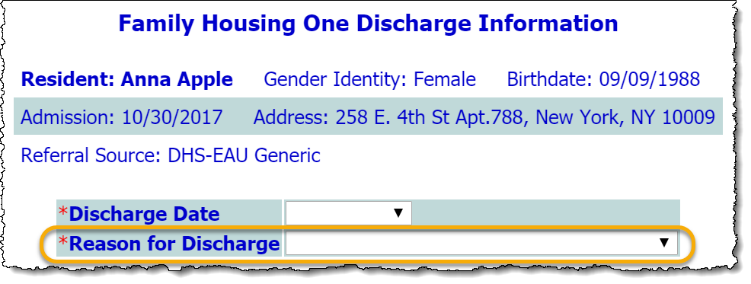
## Request Details

|  |  |  |
| --- | --- | --- |
| **Setting** | **Label** | **Program Types** |
| Use the **default** label | Discharge Information | All |
| Use a **custom** label(s) | [enter label here] | [enter program type list here] |
| [enter label here] | [enter program type list here] |
| [enter label here] | [enter program type list here] |
| [enter label here] | [enter program type list here] |
| [enter label here] | [enter program type list here] |

(discharg.w: cfg-discharge header)

# Option 6 – Discharge Form / Information > Reason for Discharge List

**AWARDS Location:** Census > Discharge > Progress Discharge

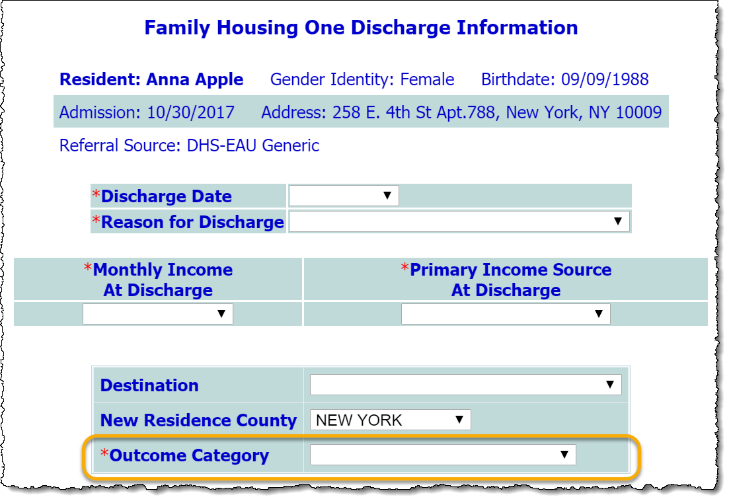
**Enhancement Description:** The options that populate the **Reason for Discharge** selection list on the discharge form are configurable. Specifically, the default list can be replaced with a custom list, or preset lists of OMH- or OASAS-mandated selections. Configurations are applied by program type.

## Request Details

|  |  |  |
| --- | --- | --- |
| **Setting** | **List** | **Program Types** |
| Use the **default** list | No longer needs current level of care Dropped out Functional and/or mental status issues Substance use issues Serious behavior issues Physical or medical issues Financial issues Hospitalized Deceased Other | [enter program type list here] |
| Use the **OASAS** list | OASAS-mandated selections | [enter program type list here] |
| Use the **OMH** list | OMH-mandated selections | [enter program type list here] |
| Use a **custom** list | [enter list contents here] | [enter program type list here] |
| [enter list contents here] | [enter program type list here] |
| [enter list contents here] | [enter program type list here] |
| [enter list contents here] | [enter program type list here] |
| [enter list contents here] | [enter program type list here] |

(discharg.w: cfg-leavereason-list / discharg.w: cfg-customreason-list)

# Option 7 – Discharge Form / Information > Outcome / Classification List

**AWARDS Location:** Census > Discharge > Progress Discharge

**Enhancement Description:** By default, the discharge form includes an **Outcome Category** selection list (for residential program) or a **Classification** selection list (for non-residential programs). These lists can be used along with the **Reason for Discharge** option to further describe the type of discharge being processed. For example, you can use a program-specific **Reason for Discharge** list to report out on individual program discharges, while keeping a more general agency-wide **Outcome Category / Classification** list to report out on discharges as a whole across your agency.

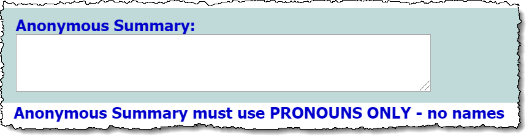
If tracking two distinct values in this way is not necessary, **Outcome Category / Classification** can be turned off entirely. If it is kept in place, the selection list contents are configurable. (Note that while the option itself can be turned on/off for individual programs, the selection lists for those options are set by program type.)

## Request Details

|  |  |  |
| --- | --- | --- |
| **Setting** | **List** | **Programs / Program Types** |
| Turn this option **OFF** entirely | N/A | [enter programs or program types list here] |
| Use the **default** list | Voluntary  Non-voluntary | [enter program types list here] |
| Use a **custom** list | [enter list contents here] | [enter program types list here] |
| [enter list contents here] | [enter program types list here] |
| [enter list contents here] | [enter program types list here] |
| [enter list contents here] | [enter program types list here] |
| [enter list contents here] | [enter program types list here] |

(discharg.w: cfg-classlist / discharg.w: cfg-outcome-category // discharg.w: cfg-outcomecode / discharg.w: cfg-outcomecode-list)

# Option 8 – Discharge Form / Information > Anonymous Summary Text Box

**AWARDS Location:** Census > Discharge > Progress Discharge

**Enhancement Description:** Adds an **Anonymous Summary** text box to the discharge form for one or more programs of your choosing. Once added, you also can choose to make an entry in this text box required, if appropriate.

## Request Details

|  |  |
| --- | --- |
| **Setting** | **Programs** |
| Turn this option **ON** | [enter programs list here] |
| Make this option **required** in all programs set to display it | N/A |

(discharg.w: cfg-anon-summary // discharg.w: cfg-no-anonsum-required)

# Option 9 – Discharge Form / Information > Discharge Note Settings

**AWARDS Location:** Census > Discharge > Progress Discharge

**Enhancement Description:** By default, the discharge form includes a “Discharge Note” section, comprised of a series of text boxes with instructions. The overall label of that section is configurable, as are some text box labels and instructions. In addition, the entire “Discharge Note” section (including all text boxes it contains) can be set as required for data entry during the discharge process, if appropriate.

## Request Details

All components of this enhancement can be set individually at the program level.

1. **“Discharge Note” Section Heading**

|  |  |  |
| --- | --- | --- |
| **Setting** | **Label** | **Programs** |
| Use the **default** label | Discharge Note | |
| Use a **custom** label(s) | [enter custom label here] | [enter program list here] |
| [enter custom label here] | [enter program list here] |
| [enter custom label here] | [enter program list here] |
| [enter custom label here] | [enter program list here] |
| [enter custom label here] | [enter program list here] |

(discharg.w: cfg-discharge-note-header)

1. **“Service Course” Text Box Label**

|  |  |  |
| --- | --- | --- |
| **Setting** | **Label** | **Programs** |
| Use the **default** label | Service Course | |
| Use a **custom** label(s) | [enter custom label here] | [enter program list here] |
| [enter custom label here] | [enter program list here] |
| [enter custom label here] | [enter program list here] |
| [enter custom label here] | [enter program list here] |
| [enter custom label here] | [enter program list here] |

(discharg.w: cfg-servicecourse-heading)

1. **“Service Course” Instruction Text**

|  |  |  |
| --- | --- | --- |
| **Setting** | **Text** | **Programs** |
| Use the **default** text | Brief summary of service course, new problems elicited, change in family situation, prevocational activities, social functioning, environment, physical health, mental health | |
| Use custom text | [enter custom text here] | [enter program list here] |
| [enter custom text here] | [enter program list here] |
| [enter custom text here] | [enter program list here] |
| [enter custom text here] | [enter program list here] |
| [enter custom text here] | [enter program list here] |

(discharg.w: cfg-servicecourse-directions)

1. **“Discharge Summary” Text Box Label**

|  |  |  |
| --- | --- | --- |
| **Setting** | **Label** | **Programs** |
| Use the **default** label | Discharge Summary | |
| Use **custom** label(s) | [enter custom label here] | [enter program list here] |
| [enter custom label here] | [enter program list here] |
| [enter custom label here] | [enter program list here] |
| [enter custom label here] | [enter program list here] |
| [enter custom label here] | [enter program list here] |

(discharg.w: cfg-dischargesummary-heading)

1. **“Discharge Summary” Instruction Text**

|  |  |  |
| --- | --- | --- |
| **Setting** | **Text** | **Programs** |
| Use the **default** text | Include address/placement, contact person and follow-up arrangements | |
| Use **custom** text | [enter custom text here] | [enter program list here] |
| [enter custom text here] | [enter program list here] |
| [enter custom text here] | [enter program list here] |
| [enter custom text here] | [enter program list here] |
| [enter custom text here] | [enter program list here] |

(discharg.w: cfg-dischargesummary-directions)

1. **“Discharge Note” Requirement**

|  |  |
| --- | --- |
| **Setting** | **Program List** |
| Discharge Note should **NOT be** **required**. | All agency programs |
| Discharge Note **SHOULD be required** for: | [enter program list here] |

(discharg.w: cfg-require-summary-fields)

# Option 10 – Discharge Form / Information > Additional Fields / Options

**AWARDS Location:** Census > Discharge > Progress Discharge

**Enhancement Description:** The discharge form can be set to include a variety of fields and options. Many of these fields/options are set to display by default but can be turned off if preferred. Others are only available upon request. By adjusting which fields/options are available on the form you can better control the types of information being recorded there.

## Request Details

All components of this enhancement can be set individually at either the program or program type level, as specified.

1. **“Discharged To” Data Entry > Text Box or Fields**

|  |  |  |
| --- | --- | --- |
| **Setting** | **Description** | **Program Types** |
| Use the **default text box** | Displays **Discharged To** as a single text box in which to enter the “discharged to” address. | |
| Use **split fields** | Replaces the single Discharged To text box with four distinct fields: **Address**, **City**, **State**, and **Zip** | [enter program types list here] |

(discharg.w: cfg-dischgto-addrs)

1. **“Alerts” Text Box Display > On / Off**

|  |  |
| --- | --- |
| **Setting** | **Programs** |
| Display the **Alerts** text box for all agency programs, as it is by default. | |
| We do NOT want the **Alerts** text box for all programs. Turn it OFF for: | [enter programs list here] |

(discharg.w: cfg-discharge-alerts)

1. **“Post Discharge Contact Information” Text Box Display > On / Off**

|  |  |
| --- | --- |
| **Setting** | **Programs** |
| Keep the **Post Discharge Contact Information** text box turned OFF for all agency programs, as it is by default. | |
| Turn ON the **Post Discharge Contact Information** text box for: | [enter programs list here] |

(discharg.w: cfg-postdischarge-contact)

1. **Various Fields/Options Display > On / Off**

All fields/options listed here are turned **OFF** by default. Check the box for any that should instead be turned **ON**, and specify the program(s) for which they should be made available.

|  |  |
| --- | --- |
| **Setting / Description** | **Programs** |
| **Discharge Time (HH:MM AM/PM)**  Displays a field in which to record the time of discharge. | [enter programs list here] |
| **City/Town of New Residence**  Displays a drop-down list of customizable counties. | [enter programs list here] |
| **Township of New Residence**  Displays a field in which to record township detail. | [enter programs list here] |
| **Employed at Time of Discharge**  Displays a Yes/No selection option. | [enter programs list here] |
| **Enrolled in School at Discharge**  Displays a Yes/No selection option. | [enter programs list here] |
| **Highest Level of School Completed at Discharge**  Displays a selection list with the education options available on the face sheet. | [enter programs list here] |

(discharg.w: cfg-discharge-fields)

# Option 11 – Discharge Form / Information > Referral Options

**AWARDS Location:** Census > Discharge > Progress Discharge

**Enhancement Description:** A simpler alternative to the **Referrals Out** feature detailed in [Option 2](#_Option_2_–_1). Adds **Primary Referral** and **Secondary Referral** drop-down selection lists to the discharge form for specified program types. In addition, changes to the default selection items for these drop-downs can be customized at the agency level.

Note that **Primary Referral** can be displayed on its own, or in conjunction with **Secondary Referral**.

## Request Details > Feature Availability

|  |  |
| --- | --- |
| **Setting** | **Program Types** |
| Do NOT display these drop-downs on the discharge form. | N/A |
| Turn ON the **Primary Referral** drop-down for: | [enter program types list here] |
| Turn ON **Primary Referral** AND **Secondary Referral** for: | [enter program types list here] |

(discharg.w: cfg-extra-fields)

## Request Details > Feature Configuration

If you have chosen to make available one or both **Referral** drop-down options (above or at any time in the past), please specify which list of selections to use. While the display of the drop-downs themselves is set at the program type level, this list is configured at the agency level.

|  |  |
| --- | --- |
| **Default List** | **Custom List** |
| Use the **default** list:  No Referral Made Inpatient: Acute Psych Unit Inpatient: State Psychiatric Residential Treatment Facility Residential Program Clinic Continuing Day Treatment Day Treatment Partial Hospitalization Intensive Psych Rehabilitation Treatment Psychosocial Club Private Practitioner: Mental Health Chemical Dependency Treatment: Inpatient Chemical Dependency Treatment: Outpatient Court/Correctional System Vocational Services Educational Program Medical Practitioner Self Help Group Non Traditional Treatment Provider Other Unknown | Use the following custom list:  [enter custom list here] |

(referout.w: cfg-referral-list)

# Option 12 – Discharge Form / Information > Destination List

**AWARDS Location:** Census > Discharge > Progress Discharge

**Enhancement Description:** When discharging from a *residential* program, a set of default **Destination** selections are automatically made available in that selection list; however, this list is configurable.

## Request Details (not applicable for non-residential or HMIS programs)

|  |  |  |
| --- | --- | --- |
| **Setting** | **List** | **Program Types** |
| Use the **default** list | 01 OMH State Psychiatric Center  02 Non State Psychiatric Hospital  03 Non OMH Medical Hospital  04 OMH State Congregate CR  05 State RCCA  06 State C&Y CR  07 Voluntary Congregate CR  08 Voluntary Apartment CR  09 Voluntary CR SRO  10 Voluntary RCCA  11 Voluntary C&Y CR  12 Supported Housing  15 Proprietary CR  16 Family Care  17 Independent Living/Own residence  19 With Family/Significant Other  20 Adult Home  21 Municipal Shelter  22 Voluntary Shelter  23 DSS Emergency Shelter | [enter program types list here] |
| Use a **custom** list | [enter list contents here] | [enter program types list here] |
| [enter list contents here] | [enter program types list here] |
| [enter list contents here] | [enter program types list here] |
| [enter list contents here] | [enter program types list here] |
| [enter list contents here] | [enter program types list here] |

(discharg.w: cfg-resicode / discharg.w: cfg-resicode-list)

# Option 13 – Discharge Form / Information > Diagnoses / Medications Display

**AWARDS Location:** Census > Discharge > Progress Discharge

**Enhancement Description:** The discharge form can be set to include a variety of read-only diagnoses- and medications-related information, pulled from the clients face sheet and corresponding Medical module records. Many of these sections of information are set to display by default but can be turned off if preferred.

## Request Details

All components of this enhancement can be set individually at the program type level, as specified.

1. **Current Diagnoses Display > On / Off**

|  |  |
| --- | --- |
| **Setting** | **Program Types** |
| Display the **Current Diagnoses** section of read-only data for all agency programs, as it is by default. | |
| **Current Diagnoses** should NOT beshown for all programs. Turn it OFF for: | [enter program types list here] |

(discharg.w: cfg-fdiags)

1. **Current and Expired Medications Display > On / Off**

|  |  |
| --- | --- |
| **Setting** | **Program Types** |
| Display **both current AND expired** **Medications** in read-only format for all agency programs, as is the default. | |
| Display **only current** **Medications** in read-only format for: | [enter program types list here] |
| **Medications** should NOT beshown for all programs. Turn it OFF for: | [enter program types list here] |

(discharg.w: cfg-discharge-meds)

1. **Pharmacy Information Display > On / Off**

|  |  |
| --- | --- |
| **Setting** | **Program Types** |
| Display **Pharmacy Information** in read-only format for all agency programs, as is the default. | |
| **Pharmacy Information** should NOT beon for all programs. Turn it OFF for: | [enter program types list here] |

(discharg.w: cfg-discharge-pharmacy)

1. **Contra-Indicated Meds Display > On / Off**

|  |  |
| --- | --- |
| **Setting** | **Program Types** |
| Display **Contra-Indicated Meds** in read-only format for all agency programs, as is the default. | |
| **Contra-Indicated Meds** should NOT beon for all programs. Turn it OFF for: | [enter program types list here] |

(discharg.w: cfg-discharge-contra-meds)

# Option 14 – Discharge Form / Information > Undo Discharge Option

**AWARDS Location:** Census > Discharge > Progress Discharge

**Enhancement Description:** When requested adds an **Undo Discharge** button to completed discharge records for the purposes of reversing that discharge if necessary. This feature is only applicable to non-residential program discharges, or for residential programs when the client has been discharged from agency housing. If the client has a subsequent admission into a residential program, or if the apartment/bed which the client was discharged from is no longer available, the discharge cannot be undone using this option and instead must be addressed using the **Program History Corrections** tool by a user with the proper authority.

When a discharge is undone using the **Undo Discharge** feature, all information previously collected on the discharge form is removed, and the client is placed back on the program roster as if they never left.

**IMPORTANT!** Keep in mind that once this feature is turned on for a program, ANY USER with access to process a discharge in that program can also undo a discharge there. There is no permission to limit which users can access this feature, other than the permission to process a discharge. If only select staff should have the ability to undo a discharge, we recommend use of the [Program History Corrections](https://demodb.footholdtechnology.com/help/PROGRAMHISTORYCORRECTIONS.html)tool instead.

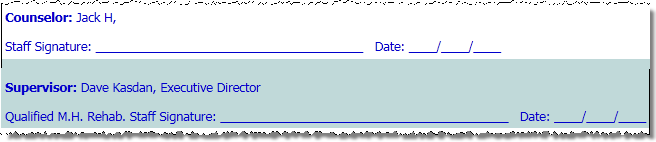
## Request Details

|  |  |
| --- | --- |
| **Setting** | **Programs** |
| Do NOT display **Undo Discharge** for any program. | N/A |
| Turn ON the **Undo Discharge** option for: | [enter programs list here] |

(discharg.w: cfg-xdischarge)

# Option 15 – Discharge Form / Information > Signature Lines Display

**AWARDS Location:** Census > Discharge > Progress Discharge

**Enhancement Description:** When the discharge form is viewed in read-only format, whether by entering a discharge record in report mode, or by viewing the confirmation page for a discharge that was just processed or updated, signature lines are set to display at the bottom of the page. These signature lines are configurable in a variety of ways.

## Request Details (not applicable when electronic signatures are in use)

All components of this enhancement can be set individually at the agency, program, or program type level, as specified.

1. **Supervisor Signature Line > Label**

|  |
| --- |
| **Setting** |
| Use the **default** label on the supervisor signature line (**Qualified MH Rehab Staff**) for all agency programs. |
| Use this **custom** label on the supervisor signature line for all agency programs: [enter custom label here] |

(discharg.w: cfg-discharge-supersig)

1. **Supervisor Name Display > On/Off**

|  |  |
| --- | --- |
| **Setting** | **Programs** |
| Display the **supervisor’s name** in read-only format with the signature line for all agency programs, as is the default. | |
| Do NOT display the **supervisor’s name** in all programs. Turn it OFF for: | [enter programs list here] |

(discharg.w: cfg-show-supervisor-name)

1. **Service Coordinator Signature Line > Label**

|  |  |  |
| --- | --- | --- |
| **Setting** | **Label** | **Programs** |
| Use the **default** label for service coordinator signature lines. | Staff Signature | All agency programs |
| Use a **custom** label for service coordinator signature lines. | [enter custom label here] | [enter programs list here] |
| [enter custom label here] | [enter programs list here] |
| [enter custom label here] | [enter programs list here] |
| [enter custom label here] | [enter programs list here] |
| [enter custom label here] | [enter programs list here] |

(discharg.w: cfg-discharge-staffsig)

1. **Service Coordinator Name Display > On/Off**

|  |  |
| --- | --- |
| **Setting** | **Programs** |
| Display the **service coordinator’s name** in with the signature line for all agency programs, as is the default. | |
| Turn the **service coordinator’s name** OFF in the signature line display for: | [enter programs list here] |

(discharg.w: cfg-show-caseworker-name)

1. **Client Signature Line Displayt > On/Off**

|  |  |
| --- | --- |
| **Setting** | **Programs** |
| Do NOT display a signature line for the **client** for all agency programs, as is the default. | |
| Turn ON a **client signature line** in the following programs: | [enter programs list here] |

(discharg.w: cfg-dischg-client-sign)

1. **Custom Signature Block Option > On / Off**

|  |  |  |
| --- | --- | --- |
| **Setting** | **Signature Line Labels \*** | **Program Types** |
| Use the **default** service coordinator and supervisor signatures. | | |
| Replace the defaults with **custom** signature lines. | [enter signature lines here] | [enter program types list here] |
| [enter signature lines here] | [enter program types list here] |
| [enter signature lines here] | [enter program types list here] |
| [enter signature lines here] | [enter program types list here] |
| [enter signature lines here] | [enter program types list here] |

**\*** Separate multiple signature lines labels with commas (discharg.w: cfg-signature-items)